



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Office of the Vice President for Finance
BUDGET SERVICES OFFICE

RESEARCH & EXTENSION FUND
As of December 31, 2018

Extension Management Office (EMO)

Particulars (1)	Allocation (2)	Obligations Incurred (3)	Balance (4) = (2-3)	Estimated Obligations (5)	Balance Net of Estimated Obligations (6) = (4-5)
Research Fund					
Extension Capability Building Program	100,000.00	8,430.00	91,570.00	3,720.00	87,850.00
Best Extension Program	100,000.00	-	100,000.00	-	100,000.00
Extension Fund					
Night School Extension Program	500,000.00	9,600.00	490,400.00	490,400.00	-
Colleges/Branches Extension Program	2,000,000.00	1,185,956.75	814,043.25	799,956.00	14,087.25
TOTAL:	2,700,000.00	1,203,986.75	1,496,013.25	1,294,076.00	201,937.25

BUDGET UTILIZATION RATE: 44.59%

OBLIGATIONS INCURRED:

Research Fund

Extension Capability Building Program

- 8,430.00 -- 1. 4,250.00 -- cost of food, Review on the University Extension Manual with the Extension Manual Committee on January 12, 2018. [c/o Silvia C. Ambag]
2. 4,180.00 -- cost of food, coordination meeting with Extension Manual Committee regarding Guidelines of Extension Proposal and Guidelines of Gawad Suhay on February 15, 2018. [c/o Silvia C. Ambag]

Best Extension Program

Extension Fund

Night School Extension Program

- 9,600.00 -- 1. 6,600.00 -- cost of food, Salin Kaalaman, Tungo sa Kaunlaran project, 3rd & 4th quarter training on "Gender Sensitivity and Issues" and "Barangay Governance and Basic Laws". [c/o Silvia C. Ambag]
2. 3,000.00 -- cost of food, Salin Kaalaman, Abot-Kasanayan at Dunong project on September, 2018. [c/o Silvia C. Ambag]

Colleges/Branches Extension Program

- 1,185,956.75 -- 1. 19,184.00 -- cost of supplies, documentation, fare, food for 50 participants, PUP Lopez Extension Proposal entitled: "Kumikitang Mamamayan Para sa Kaunlaran ng Bayan" on April 01 to December 31, 2018. [c/o Rufo N. Bueza (lopez)]
2. 12,000.00 -- cost of supplies/materials, communication, documentation, transpo, food, CCIS Extension Proposal entitled: "E-Learning Application and Tutorial Services for Out-of-School Youth". [c/o Gisela May Albano (ccis)]
3. 90,500.00 -- cost of supplies, tarpaulin, lunch, snack, transpo, communication, CL Extension Proposal/activities on June to December 2018. [c/o Gemy Lito Festin (cl)]
4. 38,518.75 -- cost of supplies/materials for basic carpentry, basic electrical wiring, basic consumer electronics, t-shirt/silk printing/basic packaging, basic electric wiring, supplies (training kit, certificate, id & holder), food (am snack, lunch, pm snack), CE Extension Proposal entitled: "College of Engineering Skills Training and Literacy Program" on June 09, 2018. [c/o Guillermo Bernabe (ce)]

GF South Wing PUP A, Mabini Campus Anonas Street, Sta. Mesa, Manila Phone: (Direct Line) (02) 713-8996
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5.	23,520.00	--	cost of supplies/materials, photocopy/binding, certificates, tarpaulin, transpo, food, PUP Unisan Extension Proposal entitled: "Likhang-Kamay Tungo sa Hanapbuhay" on August 07, 2018. [c/o Edwin G. Malabuyoc (unisan)]
6.	44,412.50	--	cost of supplies/materials, tarpaulin, food for 80pax for 2days coffee, disposable utensils/paper plates, handouts, CSSD Extension Proposal entitled: "CSSD Training Program: Second of a Series" on August 17-18, 2018. [c/o Nicolas T. Mallari (cssd)]
7.	7,611.00	--	cost of supplies/materials/documentation, transpo, food, PUP QC Extension Proposal entitled: "Salin-Kaalaman: Basic IT Literacy" on August 28-31, 2018. [c/o Silvia C. Ambag (for qc)]
8.	48,805.50	--	cost of supplies/materials, tarpaulin, fare & food for 3days, food and beverage. PUP STB Extension Proposal entitled: "I.T.'s 4 Every Juan: Training para sa Barangay at Pamublikong Paaralan" on July 2018. [c/o Armando A. Torres (sto tomas)]
9.	705,600.00	--	full payment for the cost of venue, Asean Connect: Forum on Extension in Higher Education. [c/o Novotel Manila Araneta Center]
10.	1,020.00	--	cost of snack for 17 pax, coordination meeting of ASEAN Connect committee.
11.	12,800.00	--	cost of supplies, attorney's fee for notarized mou, binding fee of extension reports, food, PUP Sto Tomas Extension Proposal entitled: "Skills Training for Public School Teachers of STEM Strand". [c/o Silvia C. Ambag (for sto tomas)]
12.	27,284.00	--	cost of equipment/supplies/materials, documentation (certificates for speakers & participants), tarpaulin, fare, food for 46pax for 3days, PUP Maragondon Extension Proposal entitled: "Salin Kaalaman: Basic Welding Training". [c/o Silvia C. Ambag (for maragondon)]
13.	97,950.00	--	cost of supplies, food, CBA Extension Project entitled: "Alay-Kasanayan Tungo sa Kaunlaran" on November 20 & 27, and December 04, 2018. [c/o Silvia C. Ambag (for cba)]
14.	39,550.00	--	cost of supplies, food for 65pax for 3days, PUP Bataan Extension Project entitled: "Interpersonal Relations and Business Communication Training for Mariveles Police Station" on November 21-23, 2018. [c/o Silvia C. Ambag (for bataan)]
15.	17,201.00	--	cost of supplies, tarpaulin (5x2), food for 39pax for 3days, PUP Maragondon Extension Proposal entitled: "Basic Computer Literacy Program" on November 23, 30, 2017 & December 07, 2018. [c/o Silvia C. Ambag (for maragondon)]

ESTIMATED OBLIGATIONS:

Research Fund

Extension Capability Building Program

3,720.00	--	1.	1,200.00	--	cost of food, Abot-Kasanayan at Dunong Project with series of trainings in accordance with TESDA programs on February 08, 2018. [c/o Silvia C. Ambag]
		2.	2,520.00	--	cost of food, Abot-Kasanayan at Dunong Project with series of trainings in accordance with TESDA programs on February 14-15, 2018. [c/o Silvia C. Ambag]

Best Extension Program

--

Extension Fund

Night School Extension Program

490,400.00	--	1.	193,400.00	--	cost of supplies/materials, tarpaulin, token/plaque for speaker, certificates, terminal report/phamplet, food, Salin Kaalaman, Tungo sa Kaunlaran project, 3rd & 4th quarter various training. [c/o Silvia C. Ambag]
		2.	297,000.00	--	cost of supplies/materials, tarpaulin, token/plaque for speaker, certificates, food, Abot-Kasanayan at Dunong project, 3rd & 4th quarter various training. [c/o Silvia C. Ambag]

Colleges/Branches Extension Program

799,956.00	--	1.	33,285.50	--	cost of venue (cebu room), projector rental, brochure print-out, hygiene kit, food for 100pax, 200pcs bottled water, materials for chicken empanada making, CTHM - Trike Day Off on March 16, 2018. [c/o Marietta D. Reyes (cthm)]
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2. 20,000.00 -- cost of food, tarpaulin, supplies, COED Extension Proposal entitled: "Alay Dunong Para sa mga Paslit - Community Outreach Learning Center" -- enrollment period, parents orientation, nutrition month celebration, buwan ng wikang pambansa celebration, national teacher's day celebration, united nation celebration, volunteer teacher's seminar, christmas party, parent's seminar, recognition day. [c/o Ma. Junithesmer Rosales (coed)]
3. 30,705.00 -- cost of 2tarpaulin, photocopy of hand-outs, food (am/pm snacks, lunch, msa signing), documentation, transpo, COED Extension Proposal entitled: "Research Productivity and Capability Training". [c/o Ma. Junithesmer Rosales (coed)]
4. 185,500.00 -- cost of supplies, tarpaulin, food (am/pm snack, lunch), logistics/fare, CPSPA Extension Proposal entitled: "Barangay Legislative Process, Fiscal Management Training and Capability Building for Barangay Officials and Employees of the Municipality of Pilillia Rizal" on January to December 2018. [c/o Antonius Umali (cpspa)]
5. 17,000.00 -- cost of supplies/materials, tarpaulin, handouts, binding, food for 8weeks training, COC Extension Proposal entitled: "Salin Kaalaman sa Pamamahayag sa Lokalidad" [c/o Divina T. Pusumbal (coc)]
6. 27,193.00 -- cost of supplies/materials, handouts/certificates for facilitators&participants, certificate frames for 3facilitators, tarpaulin, transpo for 12pax for 3days, food, printing/binding, PUP Ragay Extension Proposal entitled: "Municipality of Ragay Livelihood Development Training thru Entrepreneurial Facilitation Skills Training (A Series)". [c/o Silvia C. Ambag (for ragay)]
7. 24,240.00 -- cost of tarpaulin, special paper, certificate holder, terminal reports, snacks for 60 pax for 4sessions, 30swimming kick board, 30swimming caps, CHK Extension Proposal entitled: "Water Safety for Visually Impaired Children as Risk Reduction". [c/o Silvia C. Ambag (for chk)]
8. 50,282.00 -- cost of supplies, terminal report, food, certificate with envelope, CBA Extension Project entitled: "Training in Basic Office Administration: Salin-Kasanayan Para sa Mahal na Manggagawa ng mga Barangay sa Komunidad ng PUP" on October 2018. [c/o Silvia C. Ambag (for cbu)]
9. 2,400.00 -- cost of food for 40pax, coordination meeting with barangay officials on July 24, 2018. [c/o Silvia C. Ambag]
10. 409,350.50 -- remaining balance for ASEAN Connect 2018 Budget.

NOTE: Should any of the projects/activities in the estimated obligations pushed through, liquidation or reimbursement of expenses incurred shall be on or before **January 31, 2019**.

Prepared by:

ROSEMARY D. MAMARIL
Budget Officer I

Noted:

FLORENTINA E. IMPERIAL
Director

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Office of the Vice President for Finance
BUDGET SERVICES OFFICE

BUDGET ALLOCATION
Fiscal Year 2019

Extension Management Office (EMO)

Particulars	Allocation
Training/Seminars	72,000.00
Faculty/Staff Development	90,000.00
Research Fund	
Capability Building Program	200,000.00
Best Extension Program	100,000.00
Salin Kaalaman	500,000.00
Abot Dunong	250,000.00
Extension Fund for Colleges/Branches	
Night School Extension Program	1,000,000.00
College/Branches Extension Project	2,000,000.00
TOTAL:	4,212,000.00

Prepared by:

ROSELYN D. MAMARIL
Budget Officer I

Noted:

FLORENITA E. IMPERIAL
Director

Approved by: _____
Date: 1/22/19

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BUDGET SERVICES OFFICE


COLLEGE OF ENGINEERING
BUDGET ALLOCATION
Fiscal Years 2014-2018

Particulars	2014	2015	2016	2017	2018
Training / Seminars	328,845.00	332,928.00	214,500.00	214,500.00	198,109.08
Faculty / Staff Development	144,770.00	155,940.00	255,152.43	255,712.86	237,256.20
Research Fund	400,000.00	382,558.85	250,000.00	120,000.00	*
Extension Fund	40,000.00	30,000.00	80,000.00	50,000.00	*
Total	913,615.00	901,426.85	799,652.43	640,212.86	435,365.28

/2018.11.07

Note: * Lump-sum budget for Colleges & Branches

Prepared by:


ROSELYN D. MAMARIL
Budget Officer I

Noted:

FLORENITA E. IMPERIAL
Director



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Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Office of the Vice President for Research, Extension and Development
EXTENSION MANAGEMENT OFFICE

December 11, 2017

Dean **GUILLERMO O. BERNABE**
College of Engineering
This University

Dear Dean Bernabe:

We are happy to inform you on the approval of your extension proposal submitted to the University for Institutional funding aptly: "College of Engineering Skills Training and Literacy Program" with budget request chargeable to your extension fund amounting to Forty Nine Thousand Nine Hundred Sixty Seven Pesos and Fifty Centavos (**Php 49,967.50**) to facilitate the implementation of your activity with tracking **No. #2017222929**

Upon completion of the project, kindly submit to our office the progress/terminal report of the activity following the attached format for your reference. For the submission of the report and further assistance, you may look for EC Dina Y. Micalat /Chief Randy D. Sagun at South Wing 309, Mabini Campus, Sta. Mesa, Manila or at local 176.

Thank you for your usual support and cooperation

Respectfully yours,

Respectfully yours,


DR. SILVIA C. AMBAG
Director

Noted By:


DR. JOSEPH MERCADO
VP for Research, Extension and Development

/mbc

Room 309, South Wing PUP A, Mabini Campus Anonas Street, Sta. Mesa, Manila Phone: 335 1777
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Faculty Orientation on the University Extension Manual

As approved in the meeting of the University Board of Regents held on September 9, 2019

(02) 8713 5968 | dcoe_chair@gmail.com
RM322 CEA BLDG. NDC COMPOUND,
ANONAS COR. PUREZA STREETS, STA. MESA, MANILA





Parts of the Manual

Chapter 1	The University Extension Manual and the University Extension Agenda
Chapter 2	The University Extension Mission, Objectives, and Organizational Structure
Chapter 3	The University Extension Program: Proposal Development, Implementation, Monitoring, and Evaluation
Chapter 4	The University Extension Funding, Support, Incentives, and Accountability





Parts of the Manual

Chapter 1	The University Extension Manual and the University Extension Agenda
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Chapter 3	The University Extension Program: Proposal Development, Implementation, Monitoring, and Evaluation
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Chapter 1

The University Extension Manual and the University Extension Agenda

The manual encapsulates the University's efforts in engaging the marginalized sectors of society in the overall development of the nation.

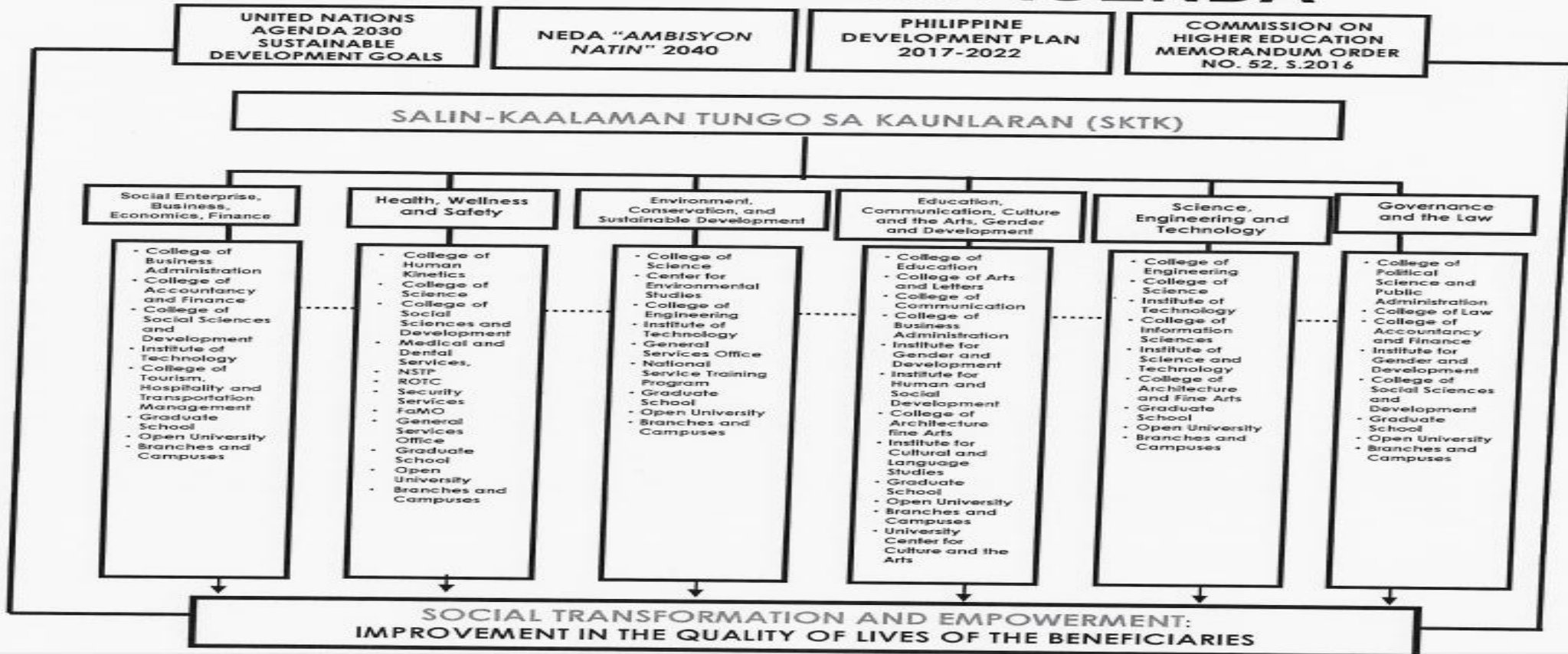
It serves as a guide for implementers from the University in the conduct of their extension activities in light of the mission, objectives, policies, and functions of the Extension Management Office (EMO).

These bases are exemplified in the present Extension programs of the University which deal with social enterprise, business, economics, finance, health, wellness, safety, environmental conservation and sustainability, education, communication, culture and the arts, gender and development, science, engineering, technology, governance, and the law.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
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PUP EXTENSION AGENDA





POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
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Chapter 1

The Bases of the University Extension Agenda

The **agenda draws meanings and perspectives** from the literature on development studies and corporate social responsibility. This includes official government documents, i.e., the **National Economic Development Authority's (NEDA) 'Ambisyon Natin 2040, NEDA's Philippine Development Plan 2017-2022, Commission on Higher Education (CHED) Memorandum Order 52 S. 2016 and United Nations Sustainable Development Goals 2030.**

The following extension agenda of the University shows a strong commitment to **achieving positive social transformation and empowerment** in its immediate communities through the conduct of various extension programs that tap the expertise of the members of the **PUP** community.



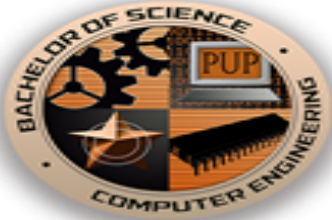
Chapter 1

The PUP Framework for Extension and Community Service: “Extension” as Defined in the University

1. Community Extension is voluntary, research-based assistance expressed in various forms and rendered to partner beneficiaries by the faculty, administrative staff, and students of the University

2. Knowledge Transfer is a series of faculty-led training projects done in partnership with concerned university units based on a community needs assessment for target beneficiaries, and on themes enumerated in the framework of the university extension agenda.

3. Technology Transfer, Utilization, and Commercialization is a research-based engagement that deals with practical and commercially relevant applications and products.



Chapter 1

The PUP Brand of Extension Service: The Salin-Kaalaman, Tungo sa Kaunlaran (SKTK) Program

Within the context of PUP extension work, the above-mentioned concepts are operationalized as the **Salin- Kaalaman, Tungo sa Kaunlaran (SKTK)** initiative which pertains to the transfer of knowledge and expertise to target beneficiaries. **SKTK** also incorporates information dissemination and advisory services as well as linkages and networking as focal concerns of PUP's extension work.

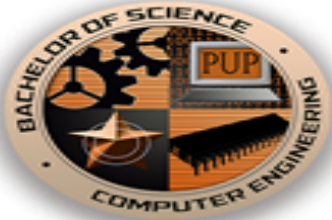


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Chapter 2

The University Extension Mission, Objectives and Organizational Structure

1. Engage in collaborative extension undertakings with the assistance of the technical expertise of different colleges, branches, satellite campuses, and other offices;
2. Ensure active participation in intensified national and international advocacy for poverty reduction and social development;
3. Promote a high sense of volunteerism among the faculty, administrative staff and students towards service to the target beneficiaries;
4. Reshape the community extension programs and services in compliance with the actual needs of target beneficiaries and rebuild and transform lives of partner communities



Chapter 2

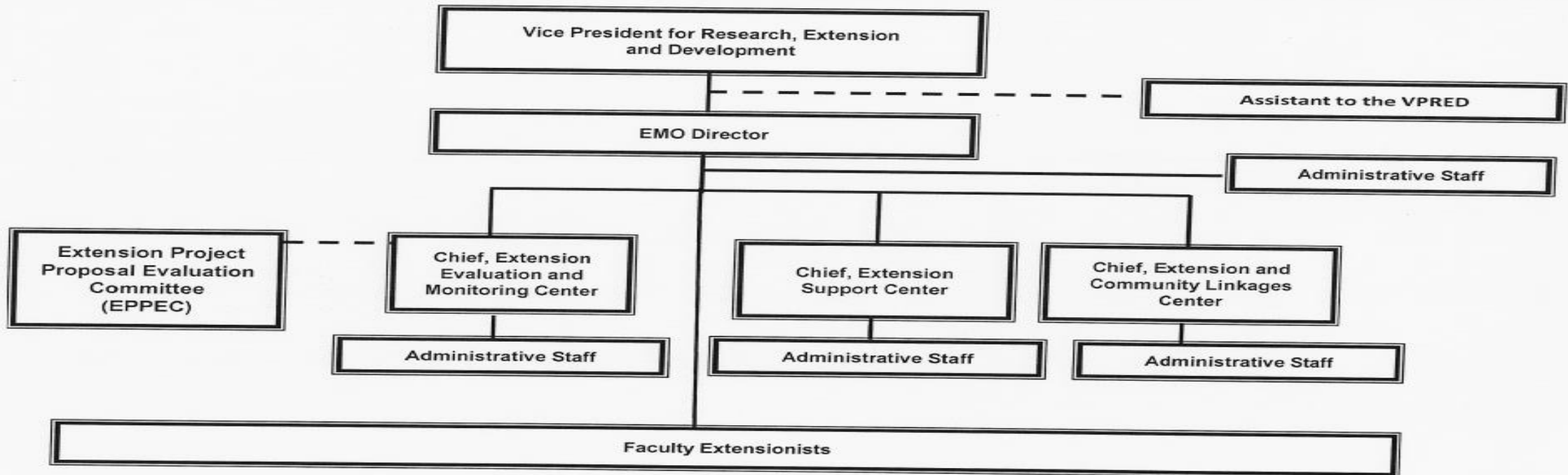
The University Extension Mission, Objectives and Organizational Structure

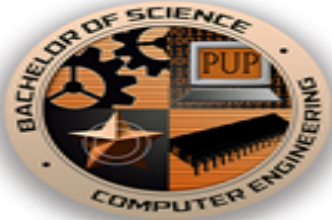
1. Expand capability development programs that cater to the recurring needs of the immediate communities;
2. Deliver greater access to education and digital information by making full use of available resources and technologies;
3. Formulate appropriate quality extension services through community needs identification, project preparation and implementation, and monitoring and evaluation;
4. Establish linkages and connections with various public and private sector organizations and industry partners, at national and international levels, to realize plans for expansion as well as generate financial support for University extension projects;
5. Provide avenues for the entire University to unite, collaborate, and participate in all extension-related undertakings to achieve the shared vision of sustainable development.



Chapter 2

The University Extension Mission, Objectives and Organizational Structure





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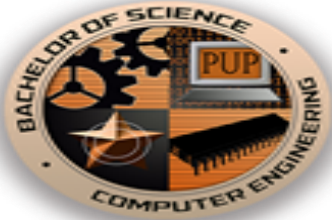
Chapter 2

The University Extension Mission, Objectives and Organizational Structure

The Office of the Vice President for Research, Extension, and Development (OVPRED) is the University's lead unit in formulating, implementing and recommending policies, guidelines and programs relevant to research and extension services. In addition, it is the overall in-charge of planning, coordination, supervision, and management of any research and extension-related works/activities.

The Vice President for Research, Extension, and Development (VPRED) shall discharge the following duties and responsibilities:

1. Assists the University President in the direction, supervision, and management of all matters pertaining to research, extension, planning, and development policies;
2. Coordinates the work of all research, extension and development institutes and departments for harmonious functioning;
3. Represents the University President in official and/or social functions, as needed;
4. Recommends and implements policies related to research, extension, and development
5. Submits regular reports to management and external bodies like DBM, COA, CHED, CSC; and,
6. Performs such other duties that the President may assign from time to time.



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Chapter 2

The University Extension Mission, Objectives and Organizational Structure

The VPRED is supported by the Assistant to the Vice-President for Research, Extension, and Development (AVPRED) with the following functions:

1. Assists the VPRED in the direction, supervision, and management of all matters pertaining to research, extension, and development policies;
2. Coordinates the work of all to research, extension, planning and development departments for harmonious functioning;
3. Represents the Vice President for Research, Extension, and Development in official and/or social functions, as may be needed;
4. Recommends and implements policies related to research, extension, and development;
5. Recommends to the VPRED plans, programs, projects, and policies relative to research planning and program/project development;
6. Assists in the implementation of policies on research and development programs of the University;
7. Oversees the operation of the Research, Extension, and Development office;
8. Submits regular reports to the management; and,
9. Performs other duties that the VPRED may assign from time to time.



Chapter 2

The University Extension Mission, Objectives and Organizational Structure

The Extension Management Office (EMO) takes charge primarily of the implementation of University extension programs and activities. It gives support functions to OVPRED as it initiates, coordinates, monitors, and evaluates the community extension programs and research-based extension projects.

The EMO provides technical assistance to the faculty from different colleges/branches of the University in **formulating** extension proposals. Building and securing linkages with public/private organizations for extensive community capacity building is also part of its core functions.

The office is headed by a Director, assisted by a chief for extension support services, a chief for monitoring and evaluation services, and a chief for extension and community linkages. Faculty Extensionists are also designated under this office to render service in support of extension.



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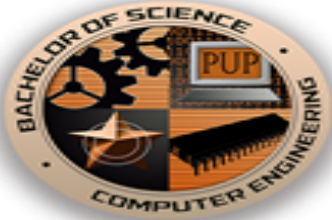
Chapter 2

The University Extension Mission, Objectives and Organizational Structure

The Extension Project Proposal Evaluation Committee (EPPEC)

The University Extension Project Proposal Evaluation Committee (EPPEC) is an ad hoc committee that reviews extension project proposals submitted for possible funding. The committee meets every quarter and holds special meetings when necessary. It is composed of:

- Chair: The Vice President for Research, Extension, and Development
Vice-Chair: The Director of Extension Management Office
Members: The Chief of the Extension Evaluation and Monitoring Center and Two (2) Faculty members who are experts in Technology Transfer/Community Development drawn from a pool of internal and external evaluators depending on the pertinent specialization/s needed in the project



Chapter 2

The University Extension Mission, Objectives and Organizational Structure

A. Extension Evaluation and Monitoring Center (EEMC)

The Extension Evaluation and Monitoring Center (EEMC), an important component of the EMO, shall be in charge of the supervision of approved college/branch/campus extension programs and projects by keeping track of a project's development, monitoring its efficiency, and evaluating the extent to which it is able to achieve its general objectives. The EEMC shall also provide feedback and suggestions for the improvement of implemented community and research-based extension programs that will serve as guidelines for the planning of future extension projects.

The EEMC:

1. Conducts extension evaluation
2. Monitors the implementation of approved internal extension projects
3. Conducts extension program dissemination
4. Provides secretariat support to the Extension Project Proposal Evaluation Committee (EPPEC)
5. Conducts community needs assessment and training needs analysis
6. Disseminates calls for submission of extension project proposals
7. Notifies project leaders/ proponents on the status of their proposals
8. Coordinates with proponents on the preparation of terminal reports
9. Provides technical consultancy with extension workers
10. Provides assistance in the development of the impact assessment instruments



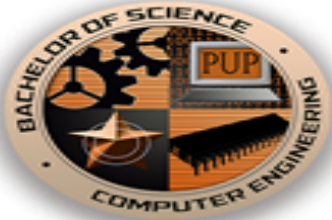
Chapter 2

The University Extension Mission, Objectives and Organizational Structure

B. Extension Support Centre (ESC)

The Extension Support Centre (ESC) is a component of EMO which serves as the University's main pillar of extension services. It is directly responsible for the:

1. Development and implementation of University extension trainings/ seminar programs;
2. Coordination of college/branch extension training/ seminar activities;
3. Capability building activities of the team members of the EMO; and,
4. Implementation of other extension-related activities that may be deemed important and necessary by the University.



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Chapter 2

The University Extension Mission, Objectives and Organizational Structure

C. Extension and Community Linkages Center

The Extension and Community Linkages Center's main function is to establish linkages and partnerships with government, non-government, and industry organizations, local or international, that foster dynamic people's involvement for sustainable community development.

Other functions of this Center are as follows:

1. Partner with external, agencies, institutions, companies, and LGUs so the results of EMO/College/Branch extension initiatives can be extended to outside parties;
2. Create a centralized hub for extension partnerships, focusing on developing and maintaining extension relationships with external parties;
3. Develop a prospectus for University Extension Services for easier dissemination of information to potential partners;
4. Look for potential foreign partnerships for extension programs in collaboration with the colleges and branches and in close coordination with the International Affairs Office;
5. Play matchmaker between Foundations/Corporate Social Responsibility (CSR) departments of companies and potential beneficiaries



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Chapter 2

The University Extension Mission, Objectives and Organizational Structure

Faculty Extensionist

A designated faculty extensionist shall perform the following functions:

1. Conduct a Community Needs Assessment (CNA) before the implementation of every training program/project.
2. Organize the unit activities intended for the adopted communities.
3. **Coordinate & implement various extension activities of the University and/or adopted communities.**
4. **Implement the training program of the University under the SKTK.**
5. **Facilitate, plan, and execute the extension programs of the University.**
6. Act as the Chair of the College, Branch, and Campus Extension Committees.
7. Follow-up from the different university units the submission of extension project proposals and other related projects.
8. Establish linkages with other agencies for extension support for funding opportunities.
9. Lead extension projects in their respective colleges, branches, campuses, and institutes.
10. Provide technical assistance to various clientele.
11. Prepare evaluative studies of the extension projects.
12. Prepare periodic reports as needed by the EMO.
13. Perform other functions as instructed by the Chiefs or the EMO Director.



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3**

**The University Extension Program:
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Call for Extension Proposals

Through formal correspondences and media postings in various University publication platforms including those online, OVPRED, thru the EMO, shall invite faculty and staff from all PUP units to submit Extension Project Proposals for possible funding. The call for proposals starts on the last quarter of the year.



Chapter 3

The University Extension Program: Proposal Development, Implementation, Monitoring And Evaluation

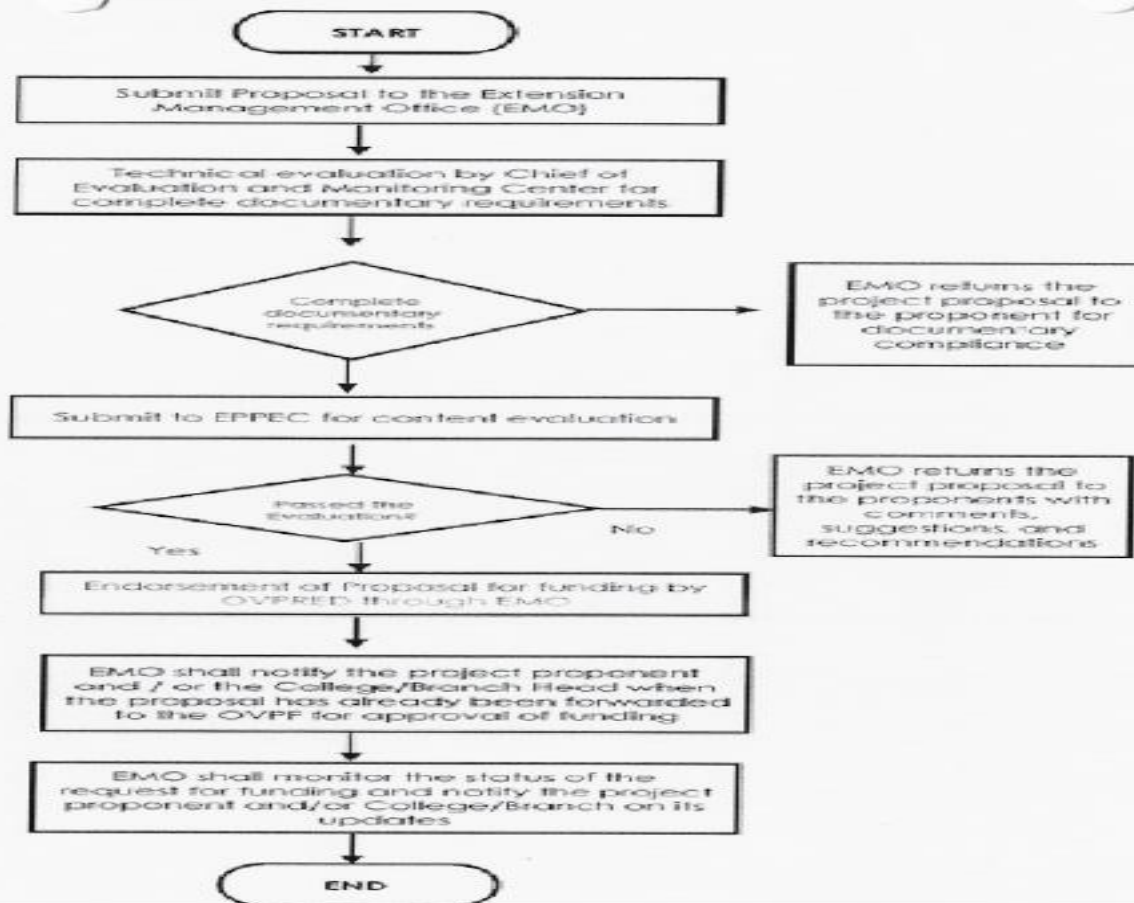
The proposal shall include an endorsement from the Chair and the Dean of the College and/or Director of the Branch. The proposal should include the following:

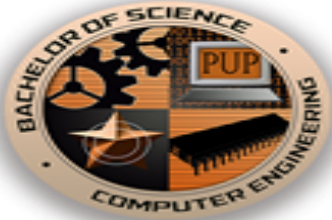
1. A copy of the results of the *Community Needs Assessment* report which will serve as the basis for the project proposal.
2. A copy of the research where the extension project shall be based (if needed).
3. Consent from the target beneficiaries
4. Location map of the project site
5. Copy of MOU/MOA with partners and sponsors, if any



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**Figure 1:
Review
and
Evaluation
Process
Flow**





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The University Extension Program: Proposal Development, Implementation, Monitoring And Evaluation

Certain processes have to be followed by the colleges, branches, and campuses in pursuit of the successful implementation of their extension program. These steps shall be observed:

1. The EMO shall extend a call for unit Extension projects via multiple channels with assistance from the respective Faculty Extensionists.
2. After submissions are received, the EMO shall evaluate the extension proposals via the Extension Evaluation and Monitoring Center (EEMC)
 - a) The college shall see to it that requirements shall include the following: MOA, Community Needs Assessment, Letter of Consent from target beneficiaries, the Proposal, and Location Map of the partner community;
 - b) If the unit has completed all the requirements, the EMO shall endorse the proposal to the Extension Project Proposal Evaluation Committee (EPPEC) for further evaluation and approval.
 - c) If the proposal still lacks requirements or needs improvement, the EMO shall return the proposal and advise the proponent of the recommended corrective actions needed for approval. *[Continue to next slide]*



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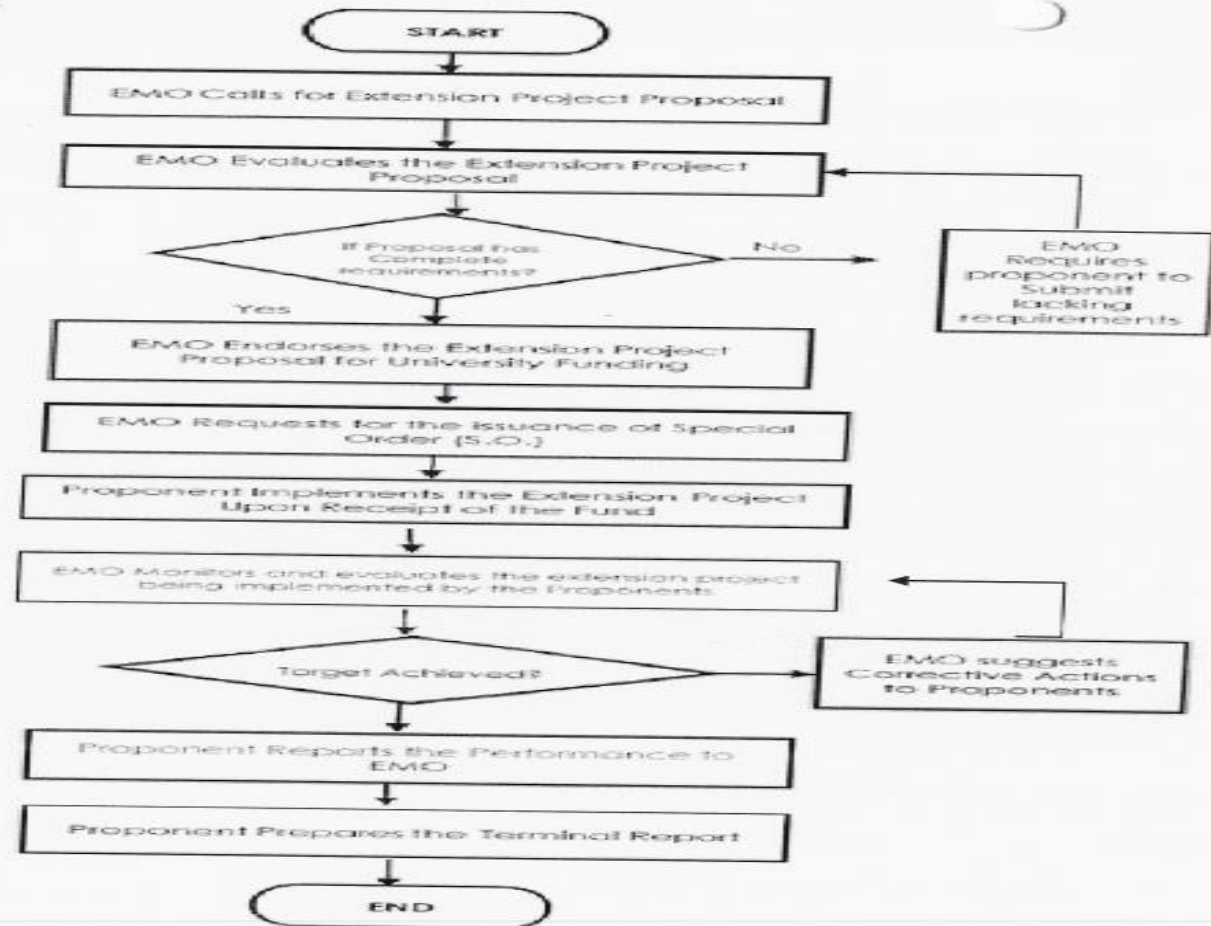
The University Extension Program: Proposal Development, Implementation, Monitoring And Evaluation

3. If the proposal is approved by the EPPEC, it shall be sent back to the EMO and the Director shall release an endorsement letter approved by the OVPRED for the issuance of a Special Order. The Special Order shall signify the release of the budget request to the college/branch.
4. Upon the release of the fund, the proponent is given the notice to proceed with the implementation of the extension projects.
5. The EMO shall monitor the implementation of activities of the proponents to determine if targets are achieved:
 - a) If the targets have not been achieved, the EMO shall advise the proponent to review the project and take corrective actions; and,
 - b) If the targets are achieved, a performance report shall be made by the Proponent/ Faculty Extensionist to the Chiefs and Director of EMO
6. The project leader/proponent/Faculty Extensionist shall prepare the terminal report to be noted by the EMO Director for approval of the VPRED.



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Figure 2: Process Flow—Project Proposal Submission and Implementation of College/Branch/Campus Extension





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**THE UNIVERSITY EXTENSION PROGRAM
“SALIN SA KAALAMAN TUNGO SA KAUNLARAN” PROCESS FLOW**

The procedures in the SKTK are hereby enumerated:

1. During the initial visits to the partner beneficiaries, the EMO shall conduct a Community Needs Assessment to analyze the situation of the community and inventory its resources.
2. EMO shall formally determine the capability-building needs and concerns of the partner beneficiaries through a survey, interviews, and consultative meetings, and:
 - a) If the needs and concerns have been properly identified, the EMO shall facilitate the drafting of the Memorandum of Understanding/Memorandum of Agreement.
 - b) If the needs and concerns have not been properly identified, the EMO and the partner beneficiaries shall further discuss the needs and concerns until such time that both parties have reached a mutual agreement.
3. The EMO drafts the memorandum of agreement in coordination with the partner beneficiaries
 - a) If the EMO and partner beneficiaries have agreed on the provisions of the MOU/MOA, it shall be signed by the authorized representatives of the University and the partner beneficiary.
 - b) If the EMO and the partner beneficiaries have not mutually agreed on the provisions of the MOA/MOU, both parties shall discuss the issues and make the appropriate revisions and/or inclusions.



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The University Extension Program: Proposal Development, Implementation, Monitoring And Evaluation

4. After the MOA/MOU has been executed, the EMO through the assistance of the Faculty Extensionists and in coordination with the University trainers and target beneficiaries shall plan to develop the processes and strategies in the implementation of the **Salin-Kaalaman Tungo sa Kaunlaran (SKTK) Program**.
 - a) If the EMO and beneficiaries have mutually agreed on the plan, the EMO shall proceed with the S.O. request.
 - b) If both parties have not agreed on the plans, there will be re-planning to resolve issues before proceeding with the S.O. request.
5. After planning, the EMO shall prepare the letter to request for the issuance of the Special Order and the release of the requested budget. The letter shall be noted by the Director and approved by the VPRED.
6. The project shall be implemented through the assistance of the faculty experts and the University Faculty Extensionists.
7. The EMO shall conduct monitoring and evaluation activities to ensure targets are achieved.
8. The EMO project leader/faculty extensionist shall prepare and submit the terminal report which includes the details and the outcomes of the project.



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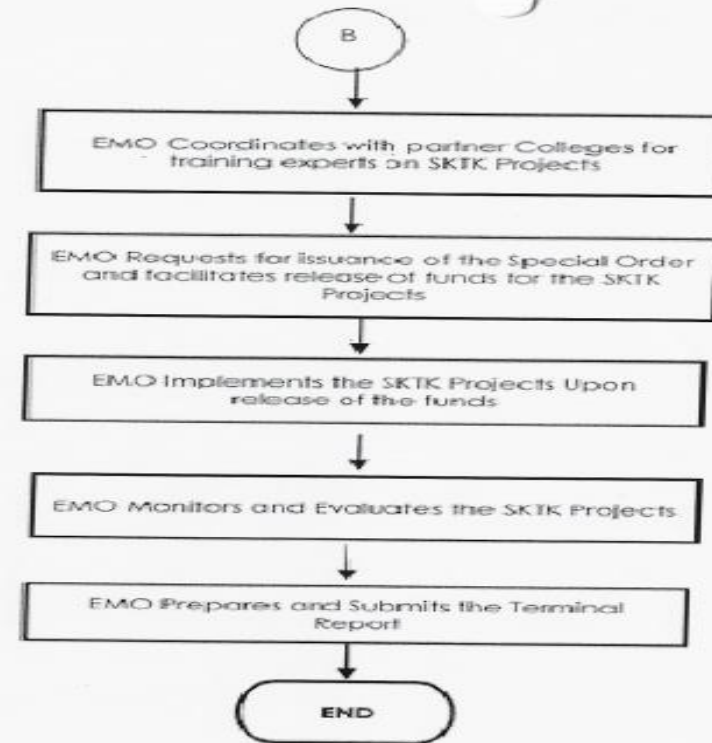
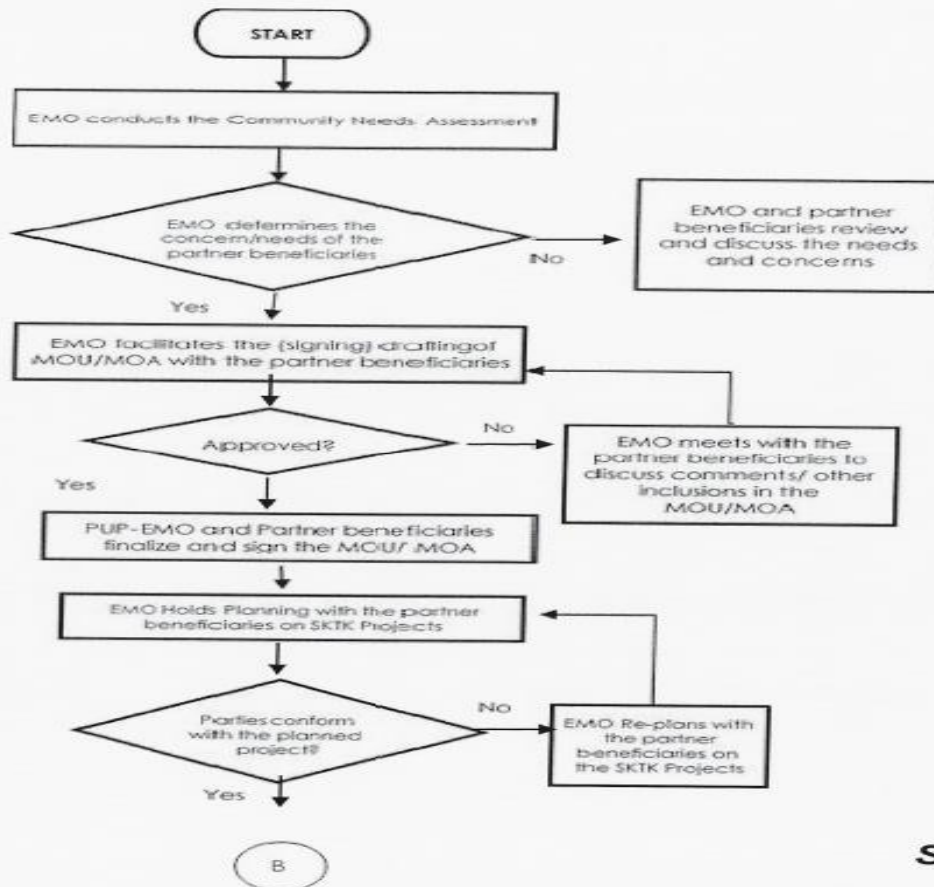


Figure 3. The University Extension Program *Salin-Kaalaman Tungo Sa Kaunlaran* Process Flow



Chapter 3

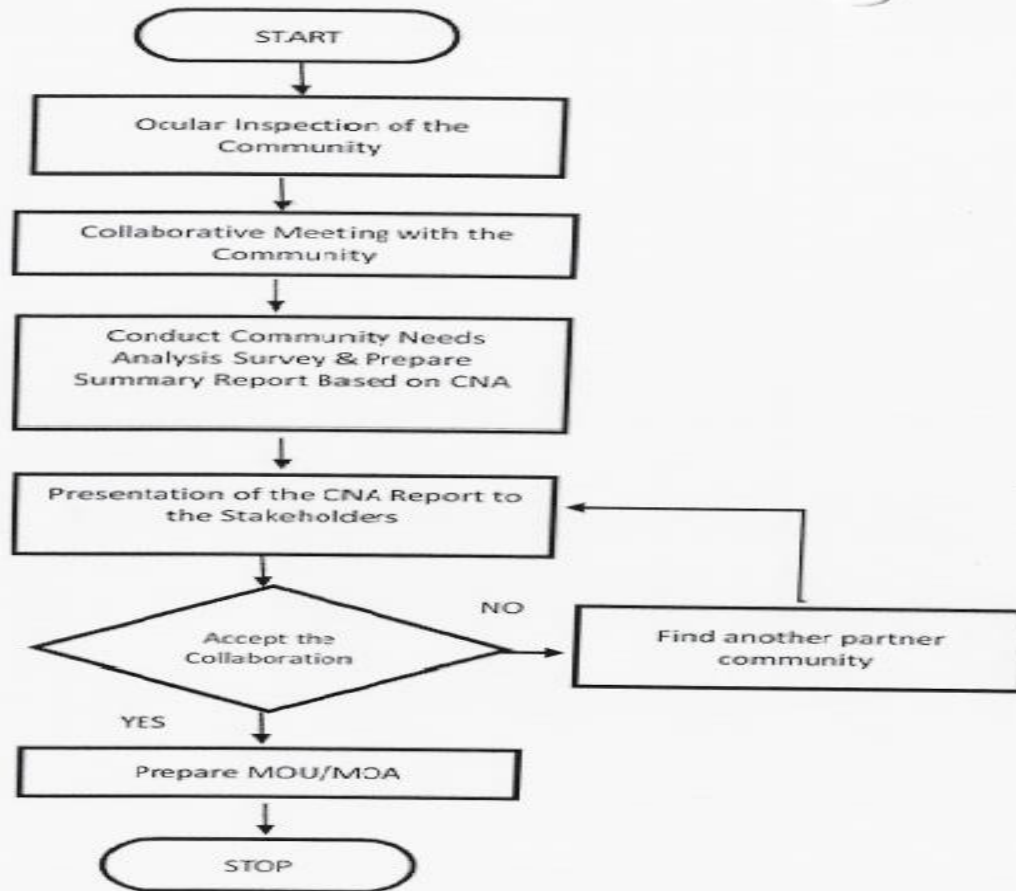
The University Extension Program: Proposal Development, Implementation, Monitoring and Evaluation

Since the colleges, branches, and campuses are significantly contributing to the fulfillment of the University extension agenda, the following sets of process flows are described and explained in detail to guide the academic and administrative extension volunteers in the conduct of their respective extension programs.

The pre-planning, planning, pre-implementation, implementation, and monitoring and evaluation process flow with corresponding guidelines are enumerated and schematized in the following illustration:



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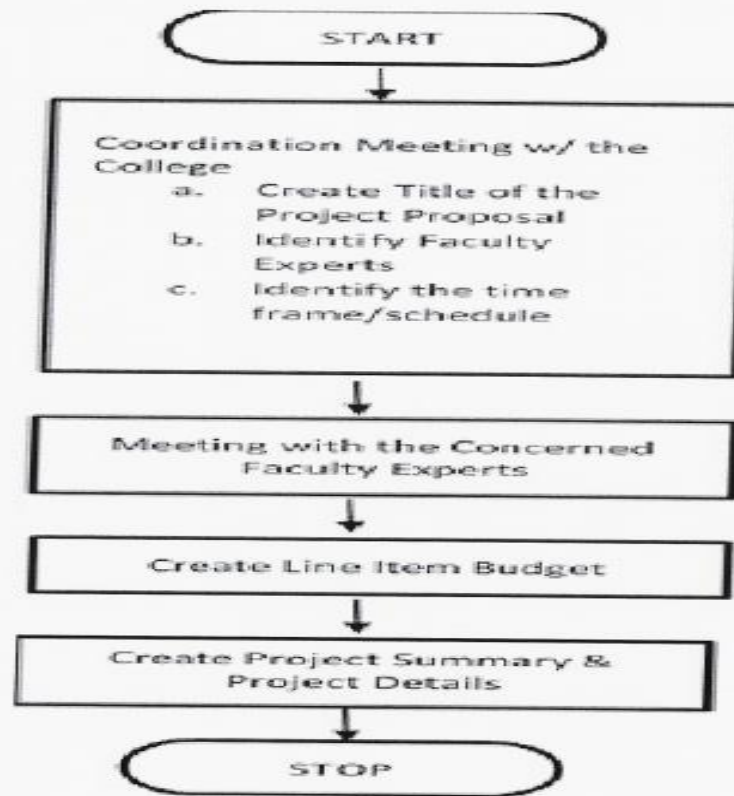


1. Pre-planning starts with an ocular inspection of the community in order to make an initial assessment of the needs of the community.
2. This will progress into a collaborative meeting with the stakeholders involved.
3. Based on the results of the meeting, a study team will be formed and a community needs assessment shall be conducted.
4. After the CNA has been conducted and summarized, a CNA report with recommended interventions shall be presented to the stakeholders for their validation and approval.
5. If the stakeholders approve the CNA results and the recommended interventions, the parties can proceed with the MOA/MOU preparation and signing. If the parties do not come to an agreement, the proponent has to find a new partner community.

PRE-PLANNING



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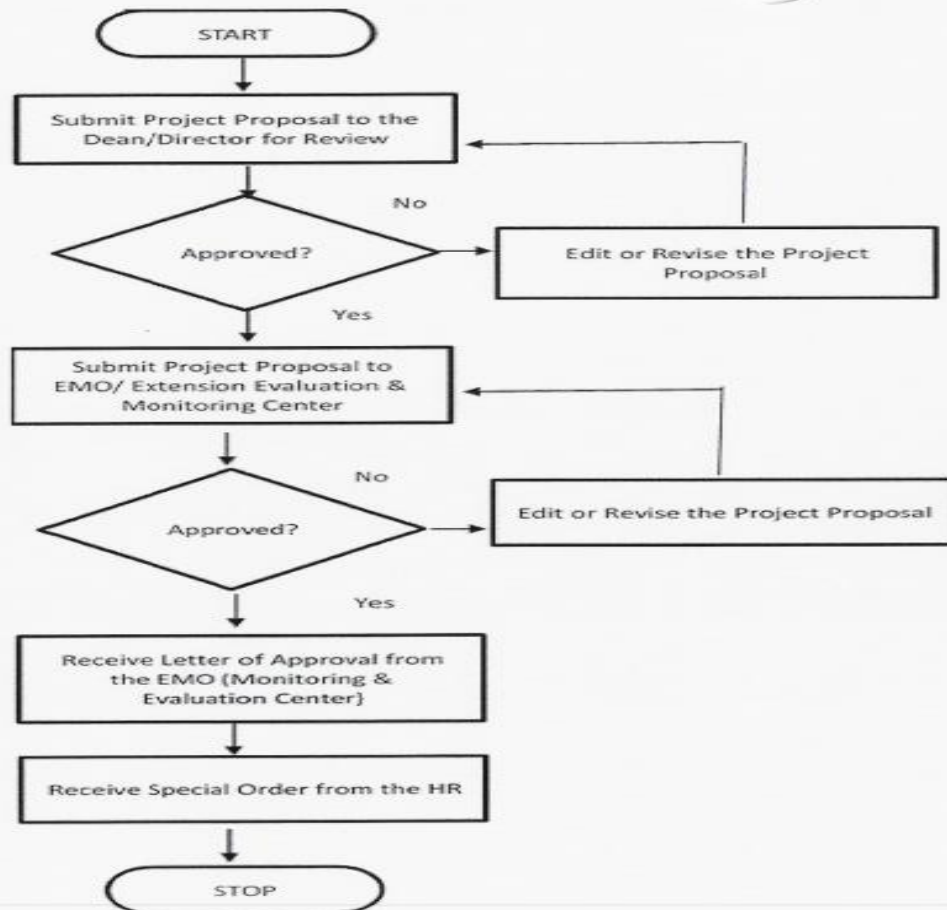


1. Planning starts with the coordination meeting of the college/branch to be led by the Faculty Extensionist and the College/Branch extension team in order to plan the extension activity.
2. Once the extension project has been finalized, the extension teams will coordinate with the concerned faculty experts.
3. When extension project details have been finalized, the line-item budget shall be prepared.
4. A project summary & project details have to be drawn up to finalize the extension proposal.

PLANNING: Formulation of the Project Proposal



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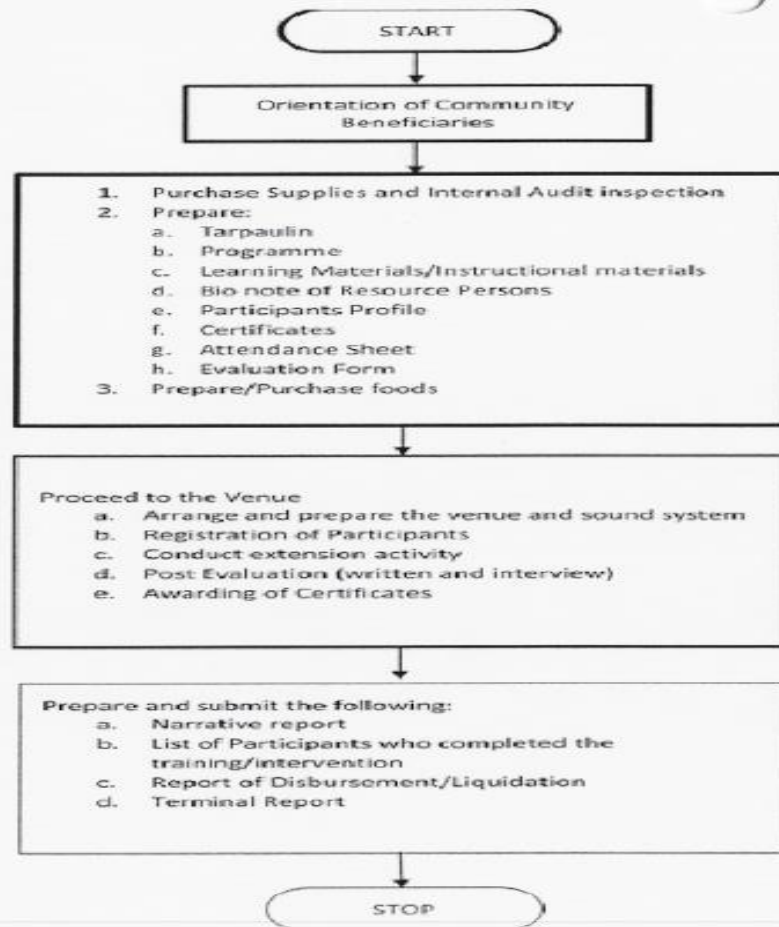


1. Pre-implementation starts with the submission of the proposal to the dean/director for approval.
2. If the proposal is approved, it shall be submitted to the EMO/EEMC for technical evaluation; if it is not approved, it shall be revised and resubmitted.
3. Once the proposal is approved for funding, the unit (College/Branch/Campus) shall receive a letter of approval from the EMO.
4. The unit shall receive a Special Order from the Human Resource Management Department.

PRE-IMPLEMENTATION



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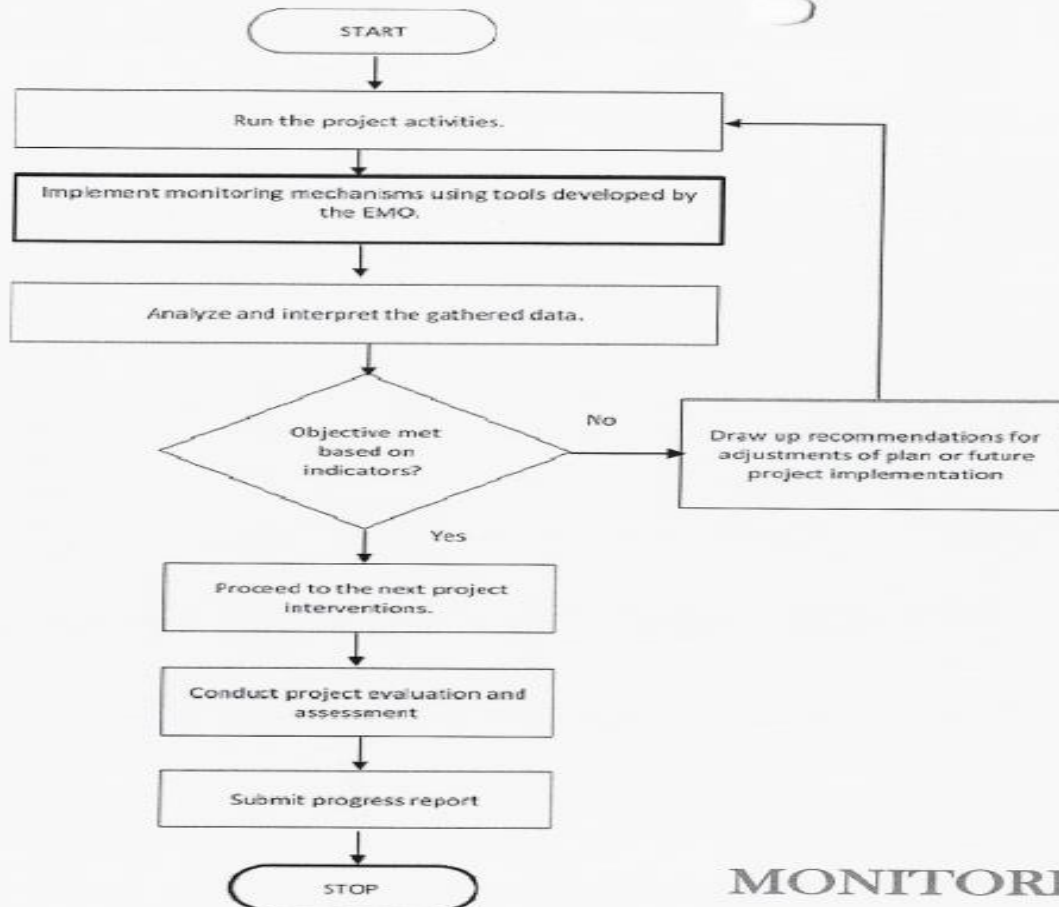


1. The implementation starts with the orientation of the partner beneficiaries by the project proponent.
2. The supplies and materials are procured and submitted to the Internal Audit Office for inspection; materials needed are prepared.
3. The project proponent proceeds to implement the extension project.
4. After project implementation is completed, the necessary reports are prepared and submitted.

IMPLEMENTATION



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1. The project activities are implemented.
2. Monitoring is done using the tools and mechanisms that are developed by the EMO.
3. The gathered data are analyzed and interpreted.
4. If objectives are met based on the indicators, the implementation of the project continues.
5. If not, recommendations for adjustments are drawn up.
6. The project evaluation and assessment are conducted after the implementation of all project activities.
7. A progress report is submitted after the assessment and evaluation are completed.

MONITORING AND EVALUATION PROCESS

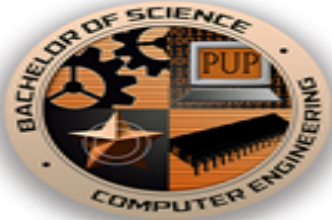


Chapter 3

The University Extension Program: Proposal Development, Implementation, Monitoring and Evaluation

The implementation of the Extension Project must be guided with the following elements:

1. Clear and measurable objectives
2. Implementers and target beneficiaries
3. Needs of the target beneficiaries
4. Activities relevant to the stated objectives
5. Inputs and resources (funding, staff, logistics, partners)
6. Project site and schedules
7. Processes and procedures



Chapter 3

The University Extension Program: Proposal Development, Implementation, Monitoring and Evaluation

Monitoring of ongoing and completed extension projects is an important tool to ensure that the resources which have been invested in such projects have been used efficiently and effectively.

The EMO, in collaboration with the concerned colleges/branches, shall coordinate with the barangay and partner beneficiaries on the monitoring process. The barangays and institutions' concerns about the implementation of the project are taken into consideration. Problems and issues are addressed while suggestions and recommendations to further improve the processes in the implementation are taken into account.

1. **Salin-Kaalaman Tungo sa Kaunlaran Project.** The Chief of Extension Monitoring and Evaluation Center is the one responsible for the monitoring of SKTK projects. The implementation of the SKTK is monitored to determine if goals are achieved.
2. **College/Branch/Campus Extension Project.** The Project Leader with the help of the college/branch/campus extension team members and in coordination with the Faculty Extensionist takes the lead in the monitoring and evaluation of the project.



Chapter 3

The University Extension Program: Proposal Development, Implementation, Monitoring and Evaluation

Evaluation is the process by which the effectiveness of extension is assessed. The evaluation focuses on the results and the level of intervention and is principally used to determine if the beneficiaries have significantly benefited from the activities. One approach in evaluation is to ask if the program's objectives were achieved. This is an important step and one that is made easier if the program has clear and precise objectives. The evaluation activities shall be organized in various phases of a project, namely:

- **Before Implementation** – to identify and define a potential project and appraise its possible outcome. This shall require the identification of a problem that the project shall aim to alleviate and an assessment of the environment where the project shall be implemented.
- **During Implementation** – to monitor the project activities as they are being implemented through periodic checks. Monitoring shall include field implementation, validation, and evaluation.
- **After Implementation** – to demonstrate that the objectives of the project have been achieved as planned or to verify whether the project has led to the expected impact on the lives of its beneficiaries.



Chapter 3

The University Extension Program: Proposal Development, Implementation, Monitoring and Evaluation

Needs Assessment

Community Needs Assessment (CNA) is the first step in evaluation and in developing and determining the needs of the Extension program. Anaima (2014) mentioned that needs assessment must be conducted in order to identify the needs of the community.

A CNA survey form has been formulated by the EMO and can be used by the colleges/branches/campuses,



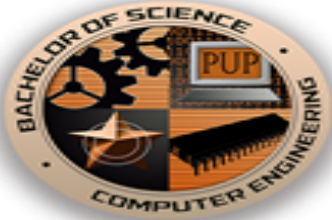
Chapter 3

The University Extension Program: Proposal Development, Implementation, Monitoring and Evaluation

Post Evaluation in an Extension Program

Post Evaluation helps determine whether the program goals were met and participants had improved and had been motivated. The understanding of whether a program was enjoyable or worth the participants' time helps the EMO evaluate the tone, format, or overall structure of an Extension program. This can be done thru:

1. Participant Satisfaction Evaluation; and
2. Faculty/ Expert Post Evaluation.



Chapter 3

The University Extension Program: Proposal Development, Implementation, Monitoring and Evaluation

Program Impact

Measuring program impact is very challenging. The EMO measures these program impacts during and at the end of an Extension program. The EMO asserts that the program's effectiveness can be done through impact evaluation where the extent of the changes that have been observed (outcomes) can be causally connected to the activities that have been carried out during the entirety of the program.

Impact evaluation varies from one extension program to another, depending on the extent of each program as identified in its objectives. Considering other indicators such as the nature of the activities, schedule of activities, results of the periodic post-activity evaluation, among others, an impact evaluation may be done after three (3) or five (5) years.



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The University Extension Program: Proposal Development, Implementation, Monitoring and Evaluation

Documents to be Submitted

All extension proponents/project leaders are required to submit reports during the implementation and upon the termination of the extension program. The following documents—in a prescribed format and within the specified timetable—must be submitted to the EMO by the proponents and project leaders of each college:

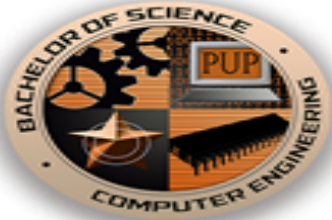
During the implementation of the Project

1. Progress Report
2. Financial Status of the Fund Released

Termination of the Project

1. Terminal report with complete documents/attachments (a softcopy and three hard copies)
2. Financial reports accounting for all the funds released

The college/branch/campus extension project leader **may request in writing for an extension of the implementation period, stating the reason/s and justification for such.** The letter should be addressed to the Director of the Extension Management Office and the Chief of Extension Evaluation and Monitoring.



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Chapter 4

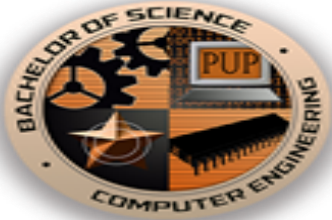
The University Extension Funding, Support, Incentives and Accountability

University-Funded Extension

The University shall provide funding for particular extension programs initiated by the colleges, branches, and campuses. The EMO, for its part, has its own flagship extension program (i.e., *SKTK*) which is also financed by the University.

University funding may be availed of with the approval of extension project proposals that shall be submitted by proponents to the EMO's Extension Proposal Evaluation Committee (EPEC) on the last quarter of the current year, to give ample time for budget preparation and inclusion in the succeeding year. The EMO, through the initiatives of the University Faculty Extensionists and pertinent support unit, shall exhaust all efforts to facilitate the immediate release of the extension budget of each college/branch/campus.

The actual funding shall be awarded to the program proponents after they go through the processes identified in the pertinent provisions of this manual. The proponent is expected to implement the program as soon as the fund has been released to the accountable project implementing unit. All funds for the extension programs shall be subject to the usual University accounting and auditing policies, while fiscal responsibility must be observed with high integrity by the program proponents or implementers.



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4

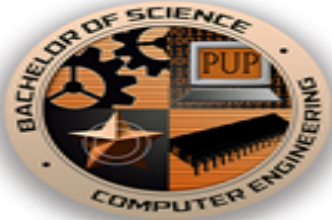
**The University Extension Funding, Support,
Incentives and Accountability**

Externally Funded, University-Supported Extension

The EMO Extension Support Center (ESC) shall be on the lookout for potential partner agencies that provide funding support for extension work. In such cases, pertinent project proposals shall be prepared and submitted by the proponent/s to the Extension Proposal Evaluation Committee for possible assistance in developing the proposal.

If the review and evaluation are favorable to the proponents, the proposal shall be endorsed by the EMO Director to the University President for approval through the VPRED. A Memorandum of Agreement between the parties concerned shall be executed for this purpose.

A list of funding agencies with contact information shall be provided by the EMO. This roster of funding agencies will help the extension teams identify some potential funders for their respective proposed or ongoing projects.



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Chapter 4

The University Extension Funding, Support, Incentives and Accountability

Collaborative Funding on Extension

The University and outside funding agencies shall forge ties on extension projects deemed necessary for the rehabilitation, reconstruction, sustainability, and continuous improvement of a particular community where the University expertise shall be required.

If the collaborative funding on extension originates from the colleges and/or branches, the Team Leader of the Project shall be responsible in the preparation of the project proposal and shall be submitted to the EPEC for evaluation and recommendation. If the collaborative funding on extension originates from the flagship program of the University, the directed EMO faculty extensionist and staff shall prepare the necessary proposal and submit the same to the EPEC for evaluation and recommendation to the concerned external funder or collaborating institution. If the project is supported by funds coming from either or both agencies, the fund shall be handled by the University and shall be released accordingly to the Office of the Vice President for Research Extension, and Development (OVPRED) through the Office of the Vice President for Finance. Management of the fund shall be subject to the usual accounting and auditing policies.

A Memorandum of Agreement shall be sealed by the collaborating parties. It shall be the EMO's responsibility to see to it that the requirements set by the external funding agency have been met before the University President endorses the project. A roster of commissioned extension programs with a matrix of activities, funding agencies, college/branch proponent, amount, etc. shall be made available for reference.



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The University Extension Funding, Support, Incentives and Accountability

Criteria for Funding Prioritization

1. The extension program/project shall be within the priority areas as stated in the R & D Agenda and Extension Project Proposal.
2. The extension program/project shall exhibit technical feasibility.
3. The proponent/s shall manifest a capability to carry out the program/project and to ensure fiscal responsibility.
4. The program/project shall exhibit the urgency and importance of the information/technology that shall be disseminated to the target area.
5. The program/project shall show the practicability of timetable and budget.



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Chapter 4

The University Extension Funding, Support, Incentives and Accountability

Incentives

The need to promote extension culture and develop a strong commitment to community service calls for the provision of incentives that would encourage PUP faculty and staff to be actively involved in various extension activities. A faculty or staff member who is authorized to conduct an extension program may enjoy the following:

1. Service credit and/or Compensatory Time Off
2. De-loading
3. Awards

a) Recognition for Published Extension Works

The University shall give cash incentive to qualified faculty/personnel/extensionists whose extension work has been published in national/international refereed journals, as well as presented orally in national/international forum or conferences.

b) Best Extension Program Award and Best Extensionist Award

The University, through the EMO, will be giving out awards for the Best Extension Project and Best Extensionist. These awards have in mind the idea of a holistic approach in realizing University extension programs for the marginalized sectors of our society.



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Members of the Committee on the Review
of the University Extension Manual

Thank you very much..

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